



# **Architect of the Capitol**

Requisition #: CD-160046

## **STATEMENT OF WORK Fire Door Improvements – TJB Group I&II LC08025A**

DATE: (12/08/2016)



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**1.0 GENERAL.** Fire Door Improvements Phase 2 (Door Groups I & II) at the Thomas Jefferson Building (TJB) in Washington, DC.

**1.1 SHORT DESCRIPTION.** This requisition is for the custom fire rated wood replica doors and hardware at the Thomas Jefferson Building described in this Statement of Work and the Contract documents enumerated in Section 1.19 APPLICABLE CONTRACT DOCUMENTS

**1.2 BACKGROUND.** The Architect of the Capitol (AOC) is responsible to the United States Congress for maintenance, operation, development, and preservation as well as the Safety, Fire and Environmental compliance of the facilities under its jurisdiction. This procurement is in support of the Construction Division for the Library Building and Ground's project to remove the existing historic doors from their current location and replace with new NFPA 252 or UL 10C fire rated doors matching the appearance of the historic doors at the Thomas Jefferson Building. The Construction Division provides in-house facility construction, repair and renovation supporting AOC-wide and Jurisdiction-specific requirements.

**1.3 OBJECTIVES.** Vendor shall provide materials for six mock-up conditions in support of Construction Division project at the Thomas Jefferson Building. After mock-up conditions are approved, Vendor will provide phased delivery of materials per the AOC's requirements described in this Statement of Work (SOW), Item 5.3 Deliverables and Reports below. Door Mock-ups, when approved by the AOC, may be incorporated in to the work. The six mock-up conditions represent the types of wood replica doors to be provided.

**1.4 SCOPE.** Vendor shall provide custom fire rated wood replica doors per Specification SECTION 08 1433 and hardware per Specification SECTION 08 7100 at the Thomas Jefferson Building. Wood doors shall be stained and finished per Historic Treatment Procedures SECTION 01 3591 and SECTION 09 9300 Staining and Transparent Finishing. Vendor shall provide submittals as required by the contract documents described in Section 1.19 and shall not begin fabrication until all submittals have been approved by the AOC. The AOC's Construction Division personnel will oversee the project in its entirety.

- a) The Library of Congress, preservation department requires all stained and transparent finished products to be stored off-site for a minimum duration of 45 days to allow for off-gassing of the product to occur prior to being delivered for installation. The door supplier shall store the finished doors for a minimum of 45 days at its own secured climate controlled location. The contractor shall provide evidence for the date that the door finishing process has been completed. AOC will accept delivery of the doors after the 45 day period has lapsed.
- b) In addition to the requirements detailed in the specifications for stains and transparent finishes the AOC reserves the right to reject products deemed by LOC

Preservationists to be detrimental to collections and/or exhibits. To this end, the vendor shall provide Material Safety Data Sheets (MSDS) as well as 16 fluid ounces of each proposed finishing product to be evaluated by the LOC. Contractor must obtain approval in writing from the AOC prior to the use of the proposed finishing medium.

### **1.5 CONTRACT TYPE.** Firm Fixed Price, Invitation for Bid (IFB)

### **1.6 PLACE OF PERFORMANCE.** Vendor's Location

### **1.7 PERIOD OF PERFORMANCE.**

**Quantity of six (6)** Mockup doors to be delivered within 16 weeks from date of award. 50 % of Remaining doors to be delivered within 16 weeks of approved mockups. Remaining 50% to be delivered within 30 weeks of approved mockups.

#### **1.7.1 Schedule of Delivery- Reference**

**Table-01 & Timeline**

LC08025 A Fire Door Improvements, LOC, Phase 2 - TABLE & TIMELINE						
TASK		OWNER	BEGIN	FINISH	Duration	STATUS
Post IFB Solicitation on FBO		Don Fuqua	December 12, 2016	January 4, 2017	23	In Progress
Pre-Opening Bid Site Visit	Nine (9) calendar days from Post Solicitation	Brian Roberson	December 21, 2016	December 21, 2016	9	Not Started
Questions and Answers	Seven (7) calendar days from Pre-Opening Bid Site Visit	Offerors, Brian Roberson, and Don Fuqua	December 12, 2016	December 28, 2016	7	In Progress
Solicitation Closes (Bids Due)	Seven (7) calendar days from Questions and Answers	Don Fuqua	January 4, 2017	January 4, 2017	0	Not Started
Public Bid Opening	Ten (10) calendar days from Bid Closing	Don Fuqua	January 16, 2017	January 16, 2017	0	Not Started
Award	Two (2) calendar days from Bid Opening Closing	Don Fuqua	January 16, 2017	January 16, 2017	0	Not Started
Kick-Off Meeting / Equipment submittals provided to AOC for review	Seven (7) calendar days from award	Don / Brian / Offeror	January 23, 2017	January 23, 2017	0	Not Started
Mock-up Preliminary describing all activities including shop drawings, submittal log, materials, mock-ups	Are due Two Weeks (14) calendar days from Kick off	Offeror	January 23, 2017	February 6, 2017	14	Not Started
AOC Submittal Review	Are due One week (7) calendar days after receipt of samples	Brian Roberson	February 6, 2017	February 13, 2017	7	Not Started
MOCK-UP Doors and Hardware must be delivered no later than 16 weeks after AOC approvals, for the following doors:	Delivered no later than Sixteen Weeks (112) calendar days after submittal approval	Offeror	February 13, 2017	June 5, 2017	112	Not Started
AOC Mockup Review	Eight Weeks (56) calendar days after receipt of samples	Brian Roberson	June 5, 2017	July 31, 2017	56	Not Started
Door Types 002, 003, 004, 005, 006 and 007	Delivered no later than Sixteen weeks (112) calendar days after all AOC approvals	Offeror	July 31, 2017	November 20, 2017	112	Not Started
Door Type 001	Delivered no sooner than Twenty-Four weeks (168) calendar days after all AOC approvals	Offeror	July 31, 2017	January 15, 2018	168	Not Started

### **1.8 FUNDING.** LBG – LC08025A. This project is fully funded with Multi-Year funds.

### **1.9 PRIVACY ACT.** NA



## **1.10 PERSONAL SERVICE.** NA

### **1.11 SECURITY.**

#### **All drawings and specifications shall not be distributed for public use.**

All personnel must be badged prior to arrival onsite. Furthermore all vehicles used by offeror when accessing the campus must go through offsite inspection prior to accessing loading docks on the campus.

In accordance with Clause AOC52.223-5 “Special Security Requirements – Services (Feb2010) of the Contract within 7 calendar days after date of award the Contractor shall submit the COTR a list of all employees proposed to support this contract. The Contractor shall comply with all AOC security regulations, policies and procedures.

Furthermore, in accordance with FAR 52.204-9 “Personal Identity Verification of Contractor Personnel (Jan 2011),” of the Contract, a copy of the E-Verify case details document evidencing “employment authorized” (final verification request) shall be provided with each request for an AOC ID badge.”

The AOC does not follow the exceptions to the E-Verify federal offeror rule which exclude certain offeror employees from E-Verify Program verification. The Offeror, and its Sub offerors, are required to use E-Verify for all employees working on this contract. The Offeror, and its Sub offeror(s), shall insert this clause in all subcontracts when the sub offeror is required to have physical access to an AOC facility or access to an AOC information system. The Offeror shall require all sub offerors to comply with this clause and submit the documentation noted above when sub offeror employee badge requests are made. The AOC reserves the right to monitor compliance with the terms of this clause without notice and at any time during the period of performance under this contract. Non- compliance with this clause can result in the exercise of all available remedies in law and in accordance with the terms of this contract including cure notices, default notices, and contract termination. All contractors will need to comply with United States Capitol Hill Police Background investigations for access into AOC buildings.

**1.12 SAFETY.** Contractor shall comply with AOC Clause AOC52.223-9 Accident Prevention and Safety and Health Programs (Sept 2004) in Section I of the IFB all industries safety practices enforced by OSHA and AOC.

All contractors must comply with AOC Safety Policy (ies).



**1.13 ENERGY EFFICIENCY/COMPLIANCE.** NA

**1.14 SUSTAINABILITY.** (All wooden door cores shall be comprised of Forest Stewardship Council Certified, no added urea-formaldehyde (NAUF) with 70% rapidly renewable material.

**1.15 KEY PERSONNEL.** Reference (**1.21 Management Plan D. Key Personnel.**)

**1.16 QUALITY CONTROL.** The AOC reserves the right to reject any material that does not comply with SECTION 01 3591 Historic Treatment Procedures, SECTION 08 1113 Hollow Metal Doors and Frames, SECTION 08 1433 Stile and Rail Wood Doors, SECTION 08 7100 Door Hardware, or SECTION 09 9300 Staining and Transparent Finishing.

The QCP shall demonstrate the process to maintain consistent quality control procedures for all products. The plan must explain the Contractor's internal metrics that will be used to gauge whether performance is satisfactory or not. The QCP shall include the methods for identifying deficiencies in supplies or services and for taking corrective action before the level of performance becomes unsatisfactory

**1.17 RECORDS/DATA.** The offeror shall have a project manager who will be the daily point of contact (POC) with the AOC Contracting Officer and COTR

**1.18 PACKAGING/PACKING/SHIPPING INSTRUCTIONS.** The offeror is responsible for packing and shipping the door including, if necessary, the construction of custom crating for transport. The packaging shall be lined with foam, and the doors shall be wrapped in a manner which ensures protection from damage during shipping.

- a. Vendor is required to package all materials sufficiently and deliver undamaged.
- b. Contractor shall deliver all materials (free of any defects) to be inspected by AOC personnel for acceptance.
- c. Prior to delivery, all shipments must first be cleared by

U.S.C.P. Off-Site Delivery Center,  
4700 Shepherd Pkwy SW  
Washington, DC 20032  
Hours of operation 5:00 AM – 2:00 PM Monday-Friday  
Off-site Division of U.S. Capitol Police 202-224-0202



**d. All materials should be delivered to the AOC warehouse at:**

**AOC - Construction Division**  
**1509 Cabin Branch Drive**  
**Landover, Maryland 20785**  
**Warehouse Supervisor: James Payne**  
**Warehouse hours 5:00 AM – 2:00 PM Monday – Friday**  
**Warehouse POC: Kadeem Walker 202-369-7898/Lance Hubbard 202-369-2594**

**e. Packaging Marking:**

Labeled with Contract number, Project Number, Point of Contact (POC), division, POC Phone Number (e.g. AOC17xxxxx, #LC08025A, John Doe, Wood crafting Div., POC Phone Number)

**f. Shipping / Delivery:**

- i. The Contractor will be required to provide shipping, handling, and delivery of all Doors and Hardware by **traceable means** (i.e. shipment tracking number) to designated jurisdiction Points of Contacts (POCs) at the designated locations.
- ii. The Contractor will be required to deliver the required number of items to the addresses designated on shipping mat. The exact locations and the number of items to be shipped to the location directed in **(1.18c, d)** per schedule **(1.7.1 Schedule of Delivery)**. The Contractor will be required to maintain and track orders through links with the carrier (i.e. FedEx, UPS, or other shipper web sites). All products must be shipped FOB Destination.

All questions concerning the delivery or points of contacts must be addressed in email form to the appropriate designated Contract Specialist – Donald Fuqua, [dfuqua@aoc.gov](mailto:dfuqua@aoc.gov).

**1.19 APPLICABLE CONTRACT DOCUMENTS.**

- A. Thomas Jefferson Building (Door Groups I & II): the Vendor shall comply with the Specifications and FOR CONSTRUCTION Drawings, dated August 2, 2012 prepared by Westlake, Reed, Leskosky as described below and included on attached to the solicitation on FedBizOpps.Gov:

LC08025A_GROUPS I&II A601 Door Schedule
LCA_GROUPS I&II A602 Door Type & Temporary Partition Details
SECTION 01 3591 Historic Treatment Procedures
SECTION 08 1433 Stile and Rail Wood Doors
SECTION 08 7100 Door Hardware
SECTION 09 9300 Staining and Transparent Finishing

### **1.20 POINTS OF CONTACT.**

- A. Contracting Officer (CO) – William Brewster, 202.226.1946, [wbrewster@ocg.aoc.gov](mailto:wbrewster@ocg.aoc.gov)
- B. Contracting Specialist (CS) – Donald Fuqua, 202.226.1910 , [dfuqua@ocg.aoc.gov](mailto:dfuqua@ocg.aoc.gov)
- C. Lead Purchasing Agent – Nancy Rodriguez, Phone: 202.226.8513, [nrodrigu@ocg.aoc.gov](mailto:nrodrigu@ocg.aoc.gov)
- D. Contracting Officer's Technical Representative (COTR) – Brian Roberson, Phone: 202.359.5648, [brian.roberson@ocg.aoc.gov](mailto:brian.roberson@ocg.aoc.gov)

### **1.21 MANAGEMENT PLAN:** The below list make up the Management Plan.

- A. **SOW Requirements:** As part of the Management Plan, the Contractor will also, at a minimum, outline the means of or process including (paragraph 1.17c) of this SOW and all documents pertaining to this solicitation.
- B. **Organizational Structure:** The Contractor shall define its organizational structure and how it relates to the performance of all tasks required in this SOW. This shall include, but not be limited to, the identification of human resources that shall manage item development, order management, contract issues, inventory planning, and distribution. The Contractor shall provide their existing distribution, and information system capabilities to meet the Item delivery requirements
- C. **Supply Chain/Management Program:** The Contractor shall provide a comprehensive supply chain and management program while leveraging innovative ideas and forward-thinking trends in order to meet delivery timeframes, reduce manufacturing lead times, and reduce overall costs. Include quality review policies and procedures to ensure continuous improvement in the delivery of high quality products. The Contractor shall work closely with the organization POC to ensure forecasting needs which includes, but is not limited to, delivery lead times
- D. **Key Personnel.** The management plan shall identify key personnel allocated to the performance of this contract. The Key Personnel shall include at a minimum: Project Manager, and or Materials Lead. The Project Manager is responsible for the overall contract and Delivery Orders, and is the primary interface between the Contract and Item COs/COTRs





- E. **Warranty:** The Contractor will extend to the Government the full coverage of any standard warranty normally offered in a similar sale, provided such warranty is available at no additional cost to the Government. Acceptance of the standard warranty does not waive the Government's rights under any 'Inspection or Testing' clause that may be in this order, nor does it limit the Government's rights with regard to the other terms and conditions of this order. In the event of a conflict, the terms and conditions of this order will take precedence over the standard warranty. The standard warranty period will begin upon final acceptance of the items listed in the applicable order. The Contractor must provide a copy of its standard warranty (if applicable) with its offer. The warranty covers a period of \\_\_\_\ months. (**Offeror is to insert number.**)

### **1.22 RISK MANAGEMENT PLAN**

At minimum, the Contractor shall describe the processes and procedures for mitigating the following risks:

- A. Delays in manufacturing Door items
- B. Customer Complaints
- C. Replacing Key Personnel when required.
- D. Reduction of operations due to new regulations, directives, or product Development
- E. Product security breach due to pilferage or theft
- F. Non-compliance with laws and regulations
- G. Shipping Delays
- H. Damage to onsite operations facilities
- I. Loss of Government inventory
- J. product liability risks

### **2.0 DEFINITIONS & ACRONYMS.**

All terms that have meaning other than that contained in a dictionary and task-specific acronyms.

**AOC** - Architect of the Capitol  
**CD** - Construction Division  
**CO** - Contracting Officer  
**COTR** - Contracting Officer's Technical Representative  
**CS** - Contracting Specialist  
**FFP** - Firm Fixed Price  
**GFP** - Government Furnished Property  
**IFB** - Invitation for Bid



**IPP** - Invoice Processing Platform  
**GMLOC** - James Madison Library of Congress  
**LBG** - Library, Building and Grounds  
**LOC** - Library of Congress  
**MSDS** - Material Safety Data Sheets  
**NFPA** - National Fire Protection Association  
**N/A** - Not Applicable  
**NAUF** - No Added Urea-Formaldehyde  
**OSHA** - Occupational Safety and Health Administration  
**POC** – Point of Contact  
**PDF** - (Portable Document Format)  
**SOW** - Statement of Work  
**TJB** – Thomas Jefferson Building  
**USCP** - United States Capitol Police

**3.0 GOVERNMENT FURNISHED PROPERTY (GFP).** None

**4.0 CONTRACTOR FURNISHED ITEMS.** All tools, labor and materials to perform the scope of work outlined by the SOW and attached documentation.

**5.0 SPECIFIC REQUIREMENTS**

**5.1 BID SUBMISSION.** See AOC Clauses AOC52.214-1 “Submission of Bids – Supplement (Jan 2011); Clause 52.214-2 “Public Bid Opening (Nov 2009)” both of Section L of the IFB.

Bidder shall also provide a checklist affirming the compliance with the following information:

Bidders are to review all requirements as set forth in the Contract Documents and all attachments identified in Section “J”, which include the Statement of Work, Specifications and Drawings.

Bidder is to provide unit prices for each hardware set and wood door type per the Door Schedules shown on Group I & II Drawing A601 and applicable specification sections outlined in the SOW and referenced on the unit price list attached.

**NOTE: Bid that does not include pricing for all categories of work will not be considered for award.**

**5.2 SITE VISIT.** A site visit is scheduled for **December 21, 2016** at 10am. Location for the visit will be the James Madison Library of Congress Building 101 Independence Ave SE, Washington, DC 20540 Room LMG49



**5.2 DISCUSS TRAVEL COSTS.** The AOC will not pay any travel expense.

**5.3 DELIVERABLES AND REPORTS.**

**5.3.1 MOCK-UPS AND SUBMITTALS:**

The AOC shall review and approve all submittals, materials and mock-ups for wood door openings and hollow metal door openings. Vendor Preliminary Schedule describing all activities including shop drawings, submittal log, materials, and Mock-ups **are due two weeks after award of Contract for approval by the AOC.** MOCK-UP Doors and

Hardware **MUST** be delivered no later than 16 weeks after AOC approvals, for the following doors:

- a) Mock-up Location ONE (Door No. 28; Door Type: 001, Door Group: 1; LOC Door No: LC0029315, Door Location: Stair 12- Second Floor).
- b) Mock-up Location TWO (Door No. 69; Door Type: 003, Door Group: 2; LOC Door No: L0029276, Door Location: Stair 4, Ground Floor).
- c) Mock-up Location THREE (Door No. 67; Door Type: 004, Door Group: 2; LOC Door No: L0029265, Door Location: Stair 8 Ground Floor).
- d) Mock-up Location FOUR (Door No. 73; Door Type: 005, Door Group: 2; LOC Door No: L0028262, Door Location: Stair 4, First Floor).
- e) Mock-up Location FIVE (Door No. 72; Door Type: 006, Door Group: 2; LOC Door No: L0028279, Door Location: Stair 3, First Floor).
- f) Mock-up Location SIX (Door No. 77; Door Type: 007, Door Group: 2; LOC Door No: L0028305, Door Location: Stair 4, Second Floor).

**5.3.2 DOOR, FRAME AND HARDWARE DELIVERY SHALL BE AS FOLLOWS:**

- a) Door Types 002, 003, 004, 005, 006 and 007 to be delivered no later than 16 weeks after all AOC approvals.
- b) Door Type 001 to be delivered no sooner than 24 weeks after mock-up approvals.



**5.4 DELIVERY INSTRUCTIONS.** All deliverables shall be delivered no later than the dates specified in the SOW.

**5.4.1 DELIVERY ADDRESS: AOC CONSTRUCTION DIVISION WAREHOUSE**

CONSTRUCTION DIVISION WAREHOUSE  
1509 CABIN BRANCH DRIVE  
LANDOVER, MD 20785

**5.5 INSPECTION AND ACCEPTANCE.** Inspection and Acceptance shall be accomplished in accordance with the specifications as set forth in the SOW.

**5.6 PROCEDURES FOR PAYMENT.** Invoicing shall be performed in accordance with Clause AOC52.232-2

- a) During the submittal process, vendor to submit Schedule of Values for approval.
- b) Vendor must submit an AIA Format Invoice for pre-approval, prior to submitting payment package and back-up via IPP.